

ANNEXURE II—(con. *ld.*)

NEW SERVICE.

Sl. No.	Item of Expenditure	Criteria for treating the expenditure as on a 'New Service'
13.	Subsidies	In all cases where the losses resulting from difference between the sale and cost price of fertilisers, agricultural implements, foodgrains, etc., are covered by subsidies, the details of scheme of subsidy should be indicated in the Budget documents. Besides showing subsidy as a separate head under the relevant demand adequate details regarding the scheme of subsidy on each commodity and the reasons should be shown in the Budget documents so that the Legislature is fully cognizant of the details of subsidy being voted upon and the reasons for it.

General

All items coming under the above category of 'New Service' which are contemplated for the first time and provisions for which are included in the original Budget Estimate for the year should be listed out or detailed in the explanatory notes of the Budget Memorandum for the information of the Legislature.

N. S. BHARATH,

*Budget Officer and Ex-Officio
Deputy Secretary to Government,
Finance Department (Budget).*

In-Charge arrangements under Rules 32 and 68 of the K. C. S. Rs—Instructions regarding.

CIRCULAR

No. FD 164 SRS 73, BANGALORE, DATED THE 26TH JUNE 1974.

Rule 32 of the Karnataka Civil Services Rules permits a Government servant to be placed in independent charge of a higher post instead of appointing him to officiate in that post. It follows that the person to be placed in independent charge of a post should be qualified and eligible to hold that post according to the Cadre and Recruitment Rules. Rule 68 of the Karnataka Civil Services Rules permits a Government servant to be placed in additional charge of another post. He performs only the current duties of the additional post. When a Government servant is placed in additional charge of a post, he has to be qualified and eligible for appointment to that post according to the Cadre and Recruitment Rules.

2. In an arrangement under Rule 32 *ibid.*, the Government servant would be appointed to hold only the higher post having been relieved of his own post. Such an arrangement is normally made owing to some administrative difficulty in appointing the employee to the higher post on an officiating basis. There

can be no objection to continue this arrangement till regular officiating appointment is made against the post. The difficulties in making officiating appointments are—non-finalisation of the Inter State Seniority List or gradation list, non-finalisation of the Cadre and Recruitment Rules or delay in making regular appointments through the Public Service Commission or Recruitment Committees. In any of these events, such arrangement should not be continued for a period longer than absolutely necessary.

3. The arrangement under Rule 68 *ibid* of placing a Government servant in additional charge should be resorted to only in short-term vacancies and should not be allowed to continue for longer periods. Additional charge of another post for a long period would not be conducive to efficiency because an employee cannot reasonably be expected to perform satisfactorily the duties of two posts for an indefinite period. If a Government servant can perform satisfactorily the duties of two posts for long periods it is evident that one of the posts is superfluous and redundant and does not have sufficient work-load.

4. According to Rules. Heads of Departments may make in-charge/additional charge arrangements against all non-gazetted vacancies upto a period of 6 months, except where they have been delegated with more powers. The Heads of Departments are also authorised to make in-charge arrangements against Gazetted leave vacancies to the extent to which they are empowered to grant leave to gazetted employees as per rule 192(d) of the Karnataka Civil Services Rules. Where the period of such arrangement exceeds 6 months or the period upto which leave can be sanctioned for non-gazetted and gazetted leave vacancies respectively, orders of Government have to be obtained for continuance of such arrangements beyond the authorised periods.

5. In order to rationalise the system of making in-charge/additional charge arrangements, the following instructions are issued for guidance and strict adherence by the appointing authorities:—

- (i) These arrangements shall be made by appointing only persons who are qualified and eligible to be appointed to the post in the normal course under the Cadre and Recruitment Rules applicable to the post. Unqualified and ineligible person shall not be appointed to posts for making in-charge or additional charge arrangements.
- (ii) Orders of Government shall be obtained promptly for continuance of these arrangements beyond the authorised periods. If orders of Government have not been obtained in time and there is delay in regularising the in-charge arrangements, claims for charge allowance will not be entertained, unless the delay is justified by adequate and cogent reasons. Suitable action may also be taken against the officers who are responsible for irregular appointment/continuance of in-charge/additional charge arrangements.
- (iii) The system of appointment on "on one's own pay and grade" basis should be scrupulously avoided, as this is not recognised by rules.
- (iv) Newly created posts should not be filled by making in-charge arrangements.

A. V. MIRZA,

Deputy Secretary to Government,
Finance Department.